



# State of South Carolina

## Office of the Governor

MARK SANFORD  
GOVERNOR

OFFICE OF EXECUTIVE  
POLICY AND PROGRAMS

### FISCAL/TECHNICAL

### ASSISTANCE MEMORANDUM F-ESG-07- 01

**TO:** ESG Subgrantee Executive Directors

**FROM:** Arlene Williams, Senior Manager of Fiscal Services

**SUBJECT:** Vehicle Acquisition, Identification, Assignment, Usage and Maintenance

**DATE:** June 25, 2007

This memorandum pertains solely to vehicles acquired with the Office of Economic Opportunity (OEO) Emergency Shelter Grant (ESG) funds, operated and maintained by the subgrantee.

The following policies have been established to address the acquisition, identification, assignment, usage and maintenance of vehicle operations. Through these policies, the OEO seeks to achieve maximum cost-effective management of vehicles purchased in support of the agency's performance targets and objectives for OEO funded programs and eliminate unofficial and unauthorized use of grant vehicles; those that are not a direct cost to these grants.

#### **ACQUISITION:**

**Board Approval:** Provide, with the budget, a copy of the signed Board minutes listing the vehicle purchase information as being presented and approved by the Board.

**Justification:** Provide criteria and cost analysis based on how the vehicle will be utilized for grant purposes and indicate the number of program operators. Utilization of the vehicle will clearly benefit the grants intent.

**Cost to Purchase:** Agencies will follow procurement procedures represented in Fiscal/Technical Assistance Memo F02-01 and ensure agency obtains and maintains adequate insurance.

#### **IDENTIFICATION:**

The agency will maintain a current inventory of OEO funded vehicles which will indicate the make, model, acquisition date and cost, the manufacturers' identifying serial number, location, and estimated disposal date.

**ASSIGNMENT:**

The agency will develop policies and procedures that ensure vehicles are used in the most cost-effective manner. Vehicles purchased with OEO funds are not for personal use but must be placed in a motor pool and assigned based on the following criteria:

- 1) Vehicles are only authorized for use in the performance of program related tasks necessary to accomplish program objectives.
- 2) Agency employee has received documented approval for the use of the vehicle.

**-Assignment of an agency vehicle purchased with OEO funds is not allowed as a prerequisite of employment.**

**USAGE:**

Vehicles are intended for agency employees who are required to travel in the performance of official program related business. All persons utilizing vehicles will log each trip on a form (example attached) providing the following information: date of travel, staff traveling in vehicle, beginning and ending mileage, and specific program related function being performed. Vehicle logs must be retained by the agency for a minimum of three (3) years following the close of the grant period. Current program year logs are to include the beginning and ending mileage for the program year and be maintained in an active file and readily available upon request during the OEO monitoring and audit visits.

- Any mileage incurred for personal use is prohibited. An employee "on-call" does not justify personal use or sole use of an OEO funded vehicle.
- Official miles must be appropriate for the program related travel.

**MAINTENANCE:**

The OEO will monitor the cost-effectiveness of the OEO funded vehicle. The agency will provide records which supply sufficient and accurate maintenance information to evaluate compliance.

**VEHICLE DISPOSAL:**

Subgrantees must contact the OEO for approval to dispose of OEO-funded vehicles. All proceeds from the sale or disposition of OEO-funded vehicles must be used to supplement additional ESG program-related activities.

If you have any questions, please call me at (803) 734-9828.

Enclosure

**DISTRIBUTION:**

ESG Board Chairpersons  
ESG Fiscal Officers  
OEO Director, Program, Fiscal and Audit Staff  
ESG Control File